

This guide will allow you to order unique items not found in our standard catalog.

1 Custom Order selection (Order Form)

- a. Select **Custom Order** from the top navigation pane.

Use this ordering method when the standard catalog products do not match your print ordering needs.

The electronic order form will present you with a series of questions where you can enter specific details about your print request.

Yale Printing & Publishing Services

Select Alternate Org sorted by Org name GO Logged in: Jason England from walkin

Home Review /Reprint Custom (OF) Jobs Modified Custom Order Order Status Inventory Status Invoice Review Logout

Welcome to our Online Ordering System

Woolsey Hall Posters
32" by 86" Outdoor Poster

Student Needs
Thesis Options
Arch & Design Student Portfolios
YLS Students
Large Format Posters

Graphic/Web Design
Start a Design Project
Start a Web Project
Create an e-Letterhead

Copies - B&W or Color
Click here

Bound Materials & Booklets
Click Here

Posters
Up to 12 x 18
Large Format

Office Stationery
Products

Invitations
Cards and Envelopes

Event Materials
Tabletens and Name Badges
Certificate/Diploma

Resources
Yale Identity
System Training Materials
File req. for Large Format Posters

Powered By **avanti**

Enter a New Order

- b. Select **0013-Custom Order-Multi Part Form** from the drop-down list of options provided.
This form can be used to handle several print job requests at once.
- c. Then enter a required **Job Description** in the text field provided.
- d. [Click] **Continue** to proceed with the print order or to return to the previous screen, [click] **<<Back**.

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Enter a New Order

Choose one of our Order Forms to place a custom order: 0013 - Custom Order - Multi Part Order Form

Job Description (required): Test Print Order

<< Back Continue

2 Custom Order Form Options & Job Questions

e. From the left-hand navigation pane, select the type of print order that best meets your printing request.

Example: To enter a copy request with different print specifications, select **Copies & Finishing Order 1** for the first print job and then choose **Copies & Finishing Order 2** for the second request; to add a poster to the same order, [click] **Large Format / Poster 1** from the left-hand navigation and enter your poster requirements; each item would appear in Your Cart.

In this guide, a print job will be created for a **Large Format Poster**.

- [Click] on **Large Format / Poster 1** from the left hand navigation pane.
- Enter the number of posters needed in the **Quantity Ordered** text box.
- Select the **Poster Size** from the list of options provided or select **Other – Indicate in Notes** to create a poster using unique dimensions.
- For this type of poster, Gloss is selected by default as the **Paper Choice**. Please keep the default or choose another option from the drop-down list.
- Choose your desired **Poster Finishing** from the list.
- Select the **Fastening Options** you would like.
- Indicate how you would like to receive your **Type of Proof** for this print request.
- Add a descriptive message for the job in the **Additional Notes** field.
- Enter a descriptive **File Name** in the text box provided.
- Choose a **Due Date** for this print job by clicking on the calendar.

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2 Custom Order * Large Format / Poster 1

Choose one of our Order Forms to place a custom order: **0013 - Custom Order - Multi Part Order Form** To be saved as Regular Draft

Job Description (required): Test

Large Format / Poster Order 1

Quantity Ordered: 2 | Poster Size: 18x24 | Paper Choice: Matte

Poster Finishing: Mount Only | Fastening Options: Double Sided Tape | Type of Proof: PDF proof via email

Additional Notes:

Submitted Materials: I will attach files with order | File Name: Test | Due Date: 07/22/2013

Submit file(s) with this order | Review Files | Proceed to Check Out | Cancel Order

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Submit File(s)

- f. To upload files with your print request, select **Submit file(s) with this order**.
A new window will appear to browse from and choose a file to attach to this request.
Multiple files can be attached to a single request.
- g. After you browse to the desired file and enter a brief **Description** for it, [click] **Submit**.
Max file size for uploads is 100MB - for larger files please use Microsoft OneDrive. For further instructions, visit <http://ypps.yale.edu/transfer-files-ypps>
- h. If you would like to upload more than one file for this print request, [click] on **Submit Other Files** and repeat the steps above.
When you are done attaching files, [click] **Close**.
- i. To Review or Delete files you have uploaded, select **Review Files** from the left-hand navigation.

Yale Printing & Publishing Services

Select Alternate Org | sorted by Org name | GO | Logged In: Jason England from walkin

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Custom Order Large Format / Poster 1

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Large Format / Poster Order 1

Quantity Ordered: 2 | Poster Size: 18x24 | Paper Choice: Matte

Poster Finishing: Mount Only | Fastening Options: Double Sided Tape | Type of Proof: PDF proof via email

Additional Notes:

Submitted Materials: I will attach files with order | File Name: Test | Due Date: 07/22/2013

Submit file(s) with this order
Review Files
Proceed to Check Out
Cancel Order

File: [Browse...]
Description:
Submit Cancel

It may take a few minutes for the proof to load depending on the size of the file.
Note: Max file size for uploads is 100MB - for larger files please use Yale's Secure File Transfer System

Your file has been uploaded.
Submit Other Files Close

Complete Print Order Request

- j. Select **Proceed to Check Out** from the left-hand navigation pane while continuing on with your print request or to cancel and start over with a new order, choose **Cancel Order** to return to the welcome screen.

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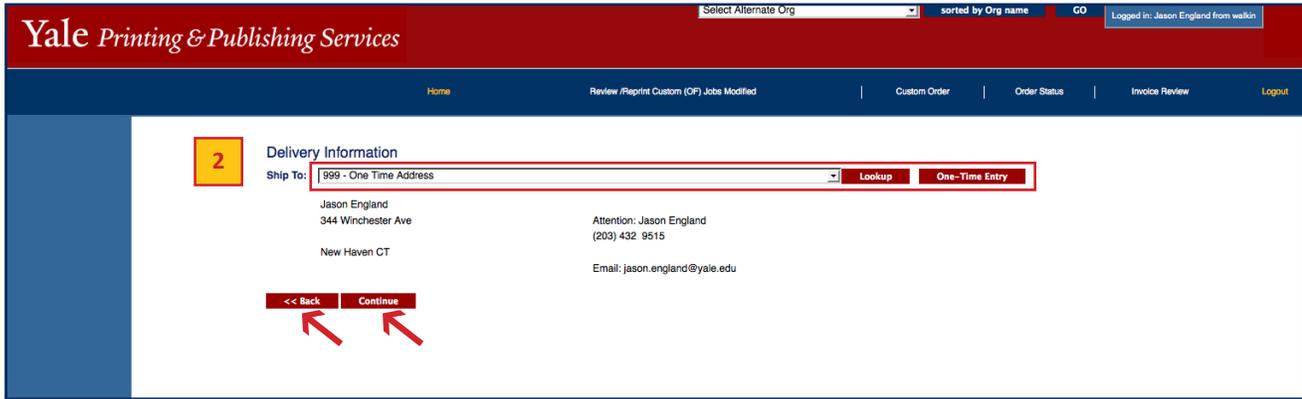
Additional Notes:

Submitted Materials: I will attach files with order | File Name: Test | Due Date: 07/22/2013

Submit file(s) with this order
Review Files
Proceed to Check Out
Cancel Order

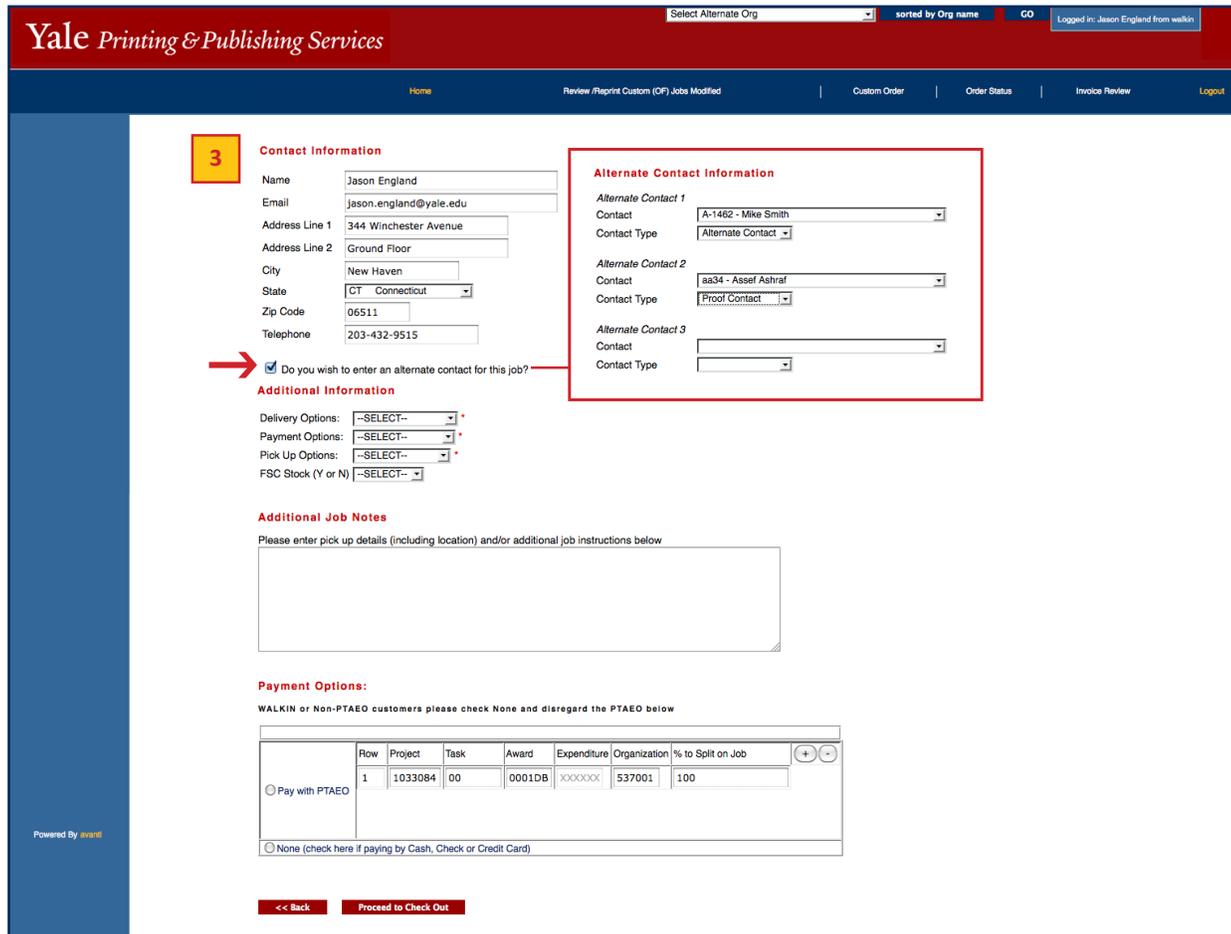
2 Delivery Information

- k. Review the **Ship To** pre-populated address associated with your name.
 - If the address is incorrect, use the drop-down list to choose another address (the addresses displayed are associated with your ORG) or [click] on **Lookup** for a full listing.
 - Alternately, you can create a new address by clicking **One-Time Entry** and entering in the required delivery information.
- l. [Click] **Continue** to proceed with your print order or **Cancel** to return to the previous screen.



3 Order Information

- m. Confirm that your **Contact Information** is correct. If changes are required, please enter updated information into the appropriate boxes.
 - If you would like to have another individual be involved with communications regarding this print order, please [click] in the box next to **Do you wish to enter an alternate contact for this job?** Alternate contacts, associated with your ORG, will be available from drop-down lists after you make this selection. Indicate for each alternate contact, whether the individual is a Main Contact, Alternate Contact, or Proof Contact.



Order Information *continued*

- Select options from the **Additional Information** section as required.
 - Enter optional **Additional Job Notes**.
 - In the **Payment Options** section, enter the PTAE0(s) being billed or choose None if you are a customer who is not using a PTAE0 to process payment.
 - Enter the **Date Required** in the available text box .
By default, the system will choose a date that is three days from your order date.
- n. Once you have reviewed the form for accuracy and confirmed that it is correct, [click] **Check Out** to proceed with your print order or **Cancel** to return to the previous screen.

Contact Information

Name: Jason England
 Email: jason.england@yale.edu
 Address Line 1: 344 Winchester Avenue
 Address Line 2: Ground Floor
 City: New Haven
 State: CT Connecticut
 Zip Code: 06511
 Telephone: 203-432-9515

Do you wish to enter an alternate contact for this job?

Alternate Contact Information

Alternate Contact 1
 Contact: A-1462 - Mike Smith
 Contact Type: Alternate Contact

Alternate Contact 2
 Contact: aa34 - Assef Ashraf
 Contact Type: Proof Contact

Alternate Contact 3
 Contact:
 Contact Type:

Additional Information

Delivery Options: Call When Ready
 Payment Options: Cash Payment
 Pick Up Options: No
 FSC Stock (Y or N): -SELECT-

Additional Job Notes

Please enter pick up details (including location) and/or additional job instructions below

Payment Options:

WALKIN or Non-PTAE0 customers please check None and disregard the PTAE0 below

Row	Project	Task	Award	Expenditure	Organization	% to Split on Job
1	1033084	00	0001DB	XXXXXXXX	S37001	100
2	2222222	2222222	222222	XXXXXXXX	222222	50

None (check here if paying by Cash, Check or Credit Card)

<< Back Proceed to Check Out

4 Order Confirmation

- o. A receipt for your order will display.
 - Please review the information and save it for your records.
 - To end your session please use the **Logout** button in the top left of the screen.

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4 You Just created Job # TO00027

Show Order Status | Print Order Confirmation | Review Attached Files

Your Order Confirmation is shown below - please print this page for your records.

CUSTOMER INFORMATION		JOB TITLE	
Customer Code	walkin	Title	Test
Customer Name	ADMPPS Walk-In Customer	ORDER/PAYMENT INFORMATION	
Submitted By	Jason England	Job Number	TO000027
PO Number	JE24	Date Submitted	07/16/2013
Phone	203-432-9515	Date Required	07/19/2013
Email	jason.england@yale.edu	Payment Type	1033084-00-0001DB-XXXXXX-537001 50% 2222222-2222222-222222-XXXXXX- 222222 50%
Ship To	Jason England Jason England 34 Winchester Avenue New Haven, CT	Delivery Options:	Call When Ready
JOB DETAILS		Payment Options:	Cash Payment
0 Files Uploaded		Pick Up Options:	No
Custom Order		Job Notes:	

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